



King County
Department of Development
and Environmental Services
Building Services Division
900 Oakesdale Avenue Southwest
Renton, Washington 98055-1219
206-296-6600 TTY 206-296-7217

Web date: 10/05/2005

ABC PERMITS: PRE-SCREENING MEETING INSTRUCTIONS & MEETING REQUEST FORM

For alternate formats, call 206-296-6600.

Already Built Construction (ABC) Pre-Screening Meeting Instructions

Services Available at DDES

The Department of Development and Environmental Services (DDES) offers many free bulletins that deal with construction and land use issues, which may answer your questions. Bulletins are available:

- On the Internet via the DDES Web site at www.metrokc.gov/ddes
- In the lobby at the DDES main office at 900 Oakesdale Ave. SW, Renton
- Per request by calling the DDES Customer Service Line at 206-296-6600.

If you need to submit an application for an Already Built Construction (ABC) permit, you must first request an ABC pre-screening meeting. An ABC pre-screening meeting is an opportunity to sit down with one or two of our staff to discuss your particular project. DDES staff will review your application information and you will receive an ABC Permit Submittal Checklist. The pre-screening meeting can be useful to determine what items you will need in order to submit the permit application.

The cost of this meeting will be charged at the current DDES hourly rate for each staff member involved (\$144.90 as of January 1, 2005). A \$500 deposit is required at the meeting; any credit remaining from the \$500 deposit will be credited to the permit application.

To schedule an ABC Permit Pre-Screening Meeting:

- ☐ Fill out the following ABC Permit Pre-Screening Meeting Request Form
- ☐ Call the DDES Appointment Desk at 206-296-6206-296-6797 for an appointment date and time

To make the pre-screening meeting successful, you must complete or attain the following minimum requirements **before** the meeting and bring them to the meeting:

- ☐ 1 copy of the completed ABC Permit Pre-Screening Meeting Request Form
- ☐ Photographs of the construction, interior and exterior
- ☐ Site plan drawn to Engineer Scale, based on the Site Plan template included in this packet
- ☐ 1 copy of the completed ABC Permits Pre-Screening Questionnaire for Already Built Construction
- ☐ Other pertinent information, including but not limited to: letters from this department, building plans, legal description, site reports, correspondence with code enforcement, etc.
- ☐ Deposit of \$500, checks made payable to the King County Office of Finance

A fee estimate, if appropriate, can be prepared for the ABC Permit during the pre-screening meeting. If DDES' Web site and bulletins fail to answer questions about the ABC permit process, please contact Lisa Walker at 206-296-7086. To schedule a pre-screening meeting, please contact the Appointment Desk at 206-296-6797.

The purpose of a pre-application conference is to review and discuss the application requirements with the applicant and provide comments on the development proposal. Information provided by King County Department of Development and Environmental Services (DDES) staff, written or verbal, prior to, during or after pre-application processes is preliminary in nature and subject to changes in codes and regulations until such time that a formal building permit application is submitted and deemed complete. The applicant is responsible for determining whether a development proposal complies with applicable codes and regulations. The pre-application process is not intended to provide assurances that a development proposal will be approved by King County.

ABC Permit Pre-Screening Meeting Request Form

The intention of an ABC Pre-Screening Meeting is to meet with a limited number of reviewers prior to preparing and submitting an application for an ABC building permit. This meeting and any preparation or follow-up time will be charged at the current DDES hourly rate for each staff member involved. This meeting is part of the ABC permit process and is preliminary in nature. Please complete the spaces below so that you will meet with the appropriate reviewer(s) for your questions.

To be filled out by King County DDES			
Pre-Application Number	Reviewer(s) Assigned	Date Assigned	Meeting Date
_____	_____	_____	_____

PLEASE PRINT

Applicant Name _____ Date _____

Mailing Address _____

Street

City

State

Zip

Phone _____ Fax _____ E-mail _____

Project Description:

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Project Address/Location:

Parcel Number(s):

At the ABC pre-screening meeting, a deposit equal to the deposit for the ABC Permit submittal (currently \$500) will be required. At the time of permit submittal, any credit from the pre-screening meeting will be applied to your permit application.

IF YOU HAVE A CODE ENFORCEMENT CASE OPEN, THIS WILL NOT SUPERCEDE THE TIMEFRAMES THAT CODE ENFORCEMENT MAY HAVE PLACED UPON YOU.

Critical Area Disclaimer. The undersigned applicant acknowledges:

- 1. That to the best of the applicant's knowledge, any critical areas on the development proposal site have not been illegally altered; and*
- 2. That the applicant has not previously been found in violation of critical areas regulations for any property in King County, or alternatively, that if there have been any violations, such violations have been cured to the satisfaction of King County.*

By signing this form below, the applicant accepts financial responsibility for all fees associated with this action and will be mailed any refunds or invoices to the address above. The applicant also acknowledges that information provided at this meeting is subject to change if undisclosed features and/or issues are discovered on the subject property at a later date.

Signature of Applicant

Date

Print Name

Check out the DDES Web site at www.metrokc.gov/ddes